

Custodial Inspection Checklist

A custodial services inspection for in-house custodial departments and contractors in schools, campuses and government buildings: classrooms and offices, washrooms, corridors, gymnasium, cafeteria, entrances and custodial closets

Site _____ Date _____ Inspector _____

Entrances and Vestibules

	Pass	Fail	N/A
Entry glass and side lights clean on both faces, no hand marks at push-bar height	☐	☐	☐
Door push bars, pulls, kick plates and frames wiped	☐	☐	☐
Walk-off matting vacuumed and lifted, grit and water removed from underneath	☐	☐	☐
Hard floor inside the vestibule clean with no salt or scuff film	☐	☐	☐
Entry ceiling vents, light lenses and the top edge of signage dust-free	☐	☐	☐
Exterior approach swept to 10 feet, waste receptacle emptied and liner fitted	☐	☐	☐

Classrooms and Offices

	Pass	Fail	N/A
Floor vacuumed or damp mopped to the baseboard, corners and under furniture included	☐	☐	☐
Desk and table tops wiped, chair seats, backs and leg glides clean	☐	☐	☐
Keyboard trays and under-desk footwells vacuumed, cable bundles free of dust	☐	☐	☐
Whiteboards wiped with board cleaner, tray emptied of marker dust and debris	☐	☐	☐
Window sills, ledges and horizontal blind slats dusted	☐	☐	☐
Light switches, door handles, push plates and thermostat covers wiped	☐	☐	☐
Waste and recycling emptied, bin bodies wiped, liners fitted straight	☐	☐	☐
Sink, counter and tap in the classroom clean, no paint or clay residue in the basin	☐	☐	☐
Floor vents and wall returns free of dust and paper	☐	☐	☐

Washrooms

	Pass	Fail	N/A
Toilets and urinals clean inside and out, including the underside of the rim and the floor seam at each fixture	☐	☐	☐
Partitions wiped both faces, hinges and latches clean, no graffiti left	☐	☐	☐
Sinks, counters, taps and overflow holes clean, no water pooling at the counter edge	☐	☐	☐
Mirrors streak-free when checked at an angle, frame tops dust-free	☐	☐	☐
Soap, paper towel, toilet tissue and sanitary dispensers stocked and functioning	☐	☐	☐
Hand dryer body and nozzle clean, air intake free of lint	☐	☐	☐
Floor mopped to the wall and behind the door, grout free of film	☐	☐	☐
Floor drain clear and trap charged, no sewer odour in the room	☐	☐	☐
Exhaust grille free of lint, fan pulling when tested	☐	☐	☐
Waste receptacles emptied, bodies washed, liners fitted	☐	☐	☐

Corridors and Stairwells

	Pass	Fail	N/A
Corridor floor clean with no traffic lane dulling, edges and corners detailed	☐	☐	☐
Lockers wiped on the fronts and tops, floor at the locker base clean	☐	☐	☐
Drinking fountains and bottle fillers descaled, basin and spout clean	☐	☐	☐
Wall surfaces free of scuff marks to shoulder height, corner guards clean	☐	☐	☐
Stair treads, risers and nosings clean, corners free of grit	☐	☐	☐
Handrails and balustrade wiped end to end	☐	☐	☐
Stairwell landings clear, nothing stored on a landing or under a stair	☐	☐	☐
Exit signs, wall sconces and ceiling vents dust-free	☐	☐	☐

Gymnasium and Change Rooms

	Pass	Fail	N/A
Gym floor dust mopped full width, no grit left along the wall line	☐	☐	☐
Bleacher treads and the floor under the retracted bleachers clean	☐	☐	☐
Wall pads, backboard supports and the base of basketball standards wiped	☐	☐	☐

Change room benches, lockers and hooks wiped	☐	☐	☐
Shower floors, walls, grout and drains free of film, hair and mould in the corners	☐	☐	☐
Change room floor mopped with a dedicated mop head, floor dry or signed	☐	☐	☐
Equipment storage room floor clean, nothing blocking the door	☐	☐	☐
Dispensers stocked, waste emptied, bin bodies washed	☐	☐	☐

Cafeteria and Kitchen Servery

	Pass	Fail	N/A
Table tops and seat surfaces wiped, table pedestals and folding mechanisms clean	☐	☐	☐
Floor swept and mopped, food debris removed from under tables and along the baseboard	☐	☐	☐
Servery counters, tray rails and sneeze guard glass clean on both faces	☐	☐	☐
Garbage, organics and recycling emptied, bin bodies and lids washed	☐	☐	☐
Floor drains clear, no grease film at the drain lip	☐	☐	☐
Vending machine fronts, drip trays and the floor beneath them clean	☐	☐	☐
Hand sink, soap and towel dispensers clean and stocked	☐	☐	☐

Custodial Closets and Storage

	Pass	Fail	N/A
Floor clean and clear, nothing stored directly on the floor	☐	☐	☐
Service sink and faucet clean, no residue in the basin	☐	☐	☐
Mop heads and cloths hung to dry, not left in a bucket	☐	☐	☐
Chemicals labelled, dilution station working, safety data sheets on site	☐	☐	☐
Spray bottles labelled with the product inside, no unmarked bottles	☐	☐	☐
Equipment clean and charged, vacuum filters and brush rolls free of hair and string	☐	☐	☐
Paper and liner stock organised and within a week of need, not hoarded	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Building inspected during occupancy hours at least once a month, not only after the shift	☐	☐	☐
Disinfectant left wet for the contact time printed on the product label	☐	☐	☐

Colour-coded cloths and mops in use, washroom tools never reaching a food or desk surface	☐	☐	☐
Odour checked on entry to every washroom and change room and recorded as pass or fail	☐	☐	☐
Life-safety items clear: no storage blocking a panel, exit, extinguisher or eyewash	☐	☐	☐
Maintenance faults photographed and reported rather than cleaned around	☐	☐	☐
Deficiencies dated, assigned and re-checked at the next inspection	☐	☐	☐

Suggested frequency

Daily	Washrooms, entrances, corridors, cafeteria, waste, touchpoints, occupied classrooms
Weekly	Detail vacuuming of edges and corners, stairwell mopping, locker fronts, fountain descale
Monthly	High dusting, vents, light lenses, blind slats, wall spot washing, gym floor scrub
Quarterly	Carpet extraction, hard floor strip and refinish, upholstery cleaning, window interiors

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